



## ENCINO ELEMENTARY E-TEAM BOARD 2019-2020

### MINUTES

September 10, 2019

**Location:** *Encino Charter Elementary School, Faculty Room*

- I. **Call to Order** at 7:06pm by *Jamie Grossman / Geraldine Hernandez-Abisoror, Co-Presidents*
- II. **Roll Call:** *Lisa Clayden, Recording Secretary*
  - **Present:** Co-Presidents – Jamie Grossman & Geraldine Hernandez-Abisoror; Recording Secretary – Lisa Clayden; Corresponding Secretary – Kim Garr; Co-VP of Fundraising – Kelly Kozakov & Lori Gordon Teti; VP of Student Services – Sanaz Jedian; 1st grade Advisor – Lisa Hermes; 2nd grade Advisor – Laila Parsi; 3rd grade Advisor – Deborah Levinrad; 4th grade Advisor – Erin Aghai; 5th grade Advisor – Kristin Moss; Principal - Amanda Evans; Teacher - Alex Zwick
  - **Absent:** Co-Treasurers – Kristen Lebovic & Matt Weiss; Kinder Advisor – Stephanie Porter
- III. **Minutes to Review / Approval** - Grossman approved; Aghai second
- IV. **Principal's Report** - *Amanda Evans, Principal*
  - Impressed by students and level of volunteers
  - Enrollment is great; Norm Day is 5<sup>th</sup> Friday of School
  - Fire Drill went well; One fire drill a month; Earthquake drill; Active shooter drill (though not described like that to students)
- V. **Treasurer Report** – *Jamie Grossman, Co-President*
  - Large purchase of iPads; 40 iPads going to Science Lab and some in Computer Lab; 1 in Kinder and 1 in 1<sup>st</sup>
  - Rodriguez going to update iPads with new software and apps
  - LAUSD is paying for Accelerated Reader
  - Mrs. Buhai is officially retired; Ms. Palatto is going to be interim after she is processed
  - Lebovic will handle our tax preparation and filing to save us \$4K/year
  - Teacher wish list: Offer each teacher a gift card to buy supplies; \$7-\$8 per child; setting aside several thousand for teachers; coming out of last year's surplus; Teachers Pay Teachers website and Amazon gift cards from \$175-\$275

## VI. Fundraising / Events Report

- **AG/Eteam Pledge Update-** *Jamie Grossman* - \$80K with \$30K to go
  - Ordered note cards to send out; 60 families have pledged
  - 8 Families purchased 5<sup>th</sup> Grade Tier
  - Discussion on Corporate Matching; Make it more visible and accessible
- **Amazon/Ralphs Update-** *Lisa Hermes*
  - Ralphs has given ECES a new ID#VP457
  - New Ralph's postcards
- **Restaurant Nights-** *Kelly Kozakov & Lori Gordon Teti, Co-VP Fundraising*
  - McDonalds 9/19, CPK 10/23
  - Temporarily taking on the position; looking for a permanent person to work with restaurants
  - CPK in October; McDonald's at White Oak on Thursday on 9/19
  - Kona Ice is back; Other restaurants on table Poquito Mas, The Stand
- **Back to School Family Movie Night – RECAP**
  - \$4,800 cash and doesn't include expenses
  - \$500 Baskin Robbins with 20% to school
  - Government Certificate from Assemblymember Jesse Gabriel
- **Enrichment Session-** (*Grossman reported*)
  - Estimating \$14-15K from one session
  - Still had difficulty in getting classrooms
  - Cheer was cancelled due to lack of enrollment
  - Musical Theater has 36 kids so a dual cast for Aladdin; extending two weeks
- **DPY- Friday 10/11/19 6-9pm-** *Kristin Moss*
  - Website is live; Event planning is ahead of schedule
- **Turkey Trot- Thursday, 11/21/19-** *Grossman reported*
  - Committee Chairs will be Jen Meister, Michele Rosenfeld (Incoming kinder parents)
  - In the process of getting donations
  - Looking for sponsors for the t-shirts and glasses

## **VII. Student Services - Sanaz Jedian, VP of Student Affairs & Service**

- Traffic Duty going well; Some parents not following rules of back gate; Need signage
- Room parent Meeting was on Friday; Communications from E-Team will go to Advisors and then will go to Room Parents to streamline communication; Less people involved in communicating to families
- Room parents are going to generate their class Constant Contact lists and will send to their Advisor, who will then send to Lisa Clayden to make a master file

## **VIII. E-Team Website/ Social Media Sites - Kim Garr, Corresponding Secretary**

- Sponsors need to be updated online
- Wants to streamline information on site; Make it a dedicated E-Team site with less LAUSD information; Needs to be current and concise

## **IX. Advisory Board**

- Kinder Advisor – Grossman reported that Elections need to be held in October; First Parent meeting in the evening; Candidates need to submit statements up for a week
- 1st Grade Advisor - Lisa Hermes reported that a 1<sup>st</sup> grade hike is planned
- 2nd Grade Advisor - Laila Parsi reported waiting on master grade list
- 3rd Grade Advisor - Deborah Levinrad reported that a 3<sup>rd</sup> grade hike is planned
- 4th Grade Advisor - Erin Aghai had no report
- 5th Grade Advisor - Kristin Moss reported that a 5<sup>th</sup> grade parent meeting is being planned

## **X. New Business**

- **"ECES Gives Back"** - Hernandez-Abisor reported that placing treats & drinks in Faculty room for LAPD would be beneficial to school community; Evans will look further into it including choosing a good location
- **"Coins for Cause"** -Raise funds for the community; Moss suggested 5<sup>th</sup> Graders spearhead the program; Kindness week in January would be a nice fit
- **Spooky Science** – Grossman reported on Spooky Science with Ms. Suarez 10/25/19 (Fundraiser 6-8pm \$50 per kid and include dinner); There will be break-out sessions and experiments
- **Art Showcase** fundraiser with Ms. Yvonne in February; Tie it to Art to Remember with option to purchase their items; Moss suggested having it in conjunction with Talent Show
- **Tech/Movie Making** in April/May with Mr. Rodriguez; Will need a committee to help
- **Pizza Fridays** - We are doing a trial on Friday, and Evans will determine if we can add additional days for the school year. If so, we need to find Miho a co-chair.
- **Parent meetings** - Garr recommended a BeSmart Presentation on gun safety. [Besmartforkids.org](http://Besmartforkids.org)
- **Good Life Organics** Levinrad reported that the Fundraiser could bring in \$5-10K per school year
- **Kinder Storage Room Clean Out** – Garr reported that Mrs. Norton would like it cleaned out

**XII. Adjournment – 9:08pm**

**Next Meeting:** Oct. 8, 2019- 8:10am in Faculty Lounge